

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400, BOX 1000
APO 09128

STAFF MEMORANDUM
NUMBER 5-9

30 October 1997

ADMINISTRATIVE MATTERS

HQ USEUCOM STAFF ORIENTATION COURSE

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1. **Purpose**. This Staff Memorandum provides policies and procedures regarding the HQ USEUCOM Staff Orientation Course .
 2. **Applicability**. This Staff Memorandum applies to all directorates/ staff offices of HQ USEUCOM, associated units, and the USAREUR 6th Area Support Group (6th ASG).
 3. **Internal Control Systems**. This Staff Memorandum contains no internal control provisions and is not subject to the requirements of the internal management control program. For HQ, USEUCOM and subordinate joint activities, the applicable internal control directive is ED 50-8, Internal Management Control Program.
 4. **Suggested Improvements**. The proponents for this Staff Memorandum is the Secretary Joint Staff. Suggested improvements should be sent to HQ USEUCOM, ATTN: ECJS, Unit 30400, Box 1000, APO AE 09128.
 5. **General**. The Staff Orientation Course is designed to provide all newly arrived HQ USEUCOM military and civilian personnel with an overview of the mission, functions, organization, and staff procedures of HQ USEUCOM.
 6. **Responsibilities**.
 - a. Secretary Joint Staff:
 - (1) Exercises staff supervision over the Staff Orientation Course.
 - (2) Coordinates staff presentations to be made at the Staff Orientation Course.
 - (3) Schedules date, time, and facilities for the Staff Orientation Course.

This Staff Memorandum supersedes SM 5-9, dated 9 Nov 94.

(4) Notifies activities of scheduled Staff Orientation Course and compiles names of attendees from activities.

b. Directorates/Staff Offices:

(1) Schedule newly arrived personnel to attend the Staff Orientation Course when notified by ECJS and ensure personnel attend the first available Staff Orientation Course after their arrival.

(2) Provide briefers and support personnel for their briefers for the Staff Orientation Course, as required.

7. **Policies.**

a. A Staff Orientation Course for new action officers will be conducted normally every other month with extra briefings scheduled during the summer rotation period. Newly arrived personnel assigned to HQ USEUCOM in the grades of Lieutenant/Ensign through Colonel/Captain and equivalent grade civilians **are required** to attend the first available Staff Orientation Course after their arrival. Non-commissioned officers may attend if their duties involve action officer functions.

b. Attendance by personnel in other units on Patch Barracks which support HQ USEUCOM is not required; selected personnel may attend, if desired.

8. **Notification Procedures.**

a. ECJS will notify directorates, staff offices, and other activities in writing (or via S/LAN) when a Staff Orientation Course is scheduled. Directorates, staff offices, and other activities will provide a consolidated listing of attendees to ECJS who will publish a listing of attendees prior to the Staff Orientation Course. Additions to this listing will be made in writing (or via S/LAN) to ECJS. Deletions to this listing will be approved in writing (or via S/LAN) by the director/officer chief with an information copy to the Chief of Staff and ECJS.

b. Concurrent with the notification, ECJS will advise those directorates/staff offices which provide briefers of the next scheduled Staff Orientation Course and a tentative schedule will also be provided.

9. **Security Clearance.** All attendees must possess a SECRET or higher security clearance.

10. **Content.**

a. The content of each Staff Orientation Course is shown in the briefing schedule at Appendix A.

b. Directorates/staff offices desiring to amend the content of the briefing schedule must obtain approval from the Chief of Staff. Such requests will be coordinated with ECJS prior to submission.

11. **Briefing Requirements.** Directors or Deputy Directors will present their directorate's/staff office's portion of the orientation briefing if available. If neither the Director nor Deputy Director is present, the presentation may be made by a senior division chief.

FOR THE COMMANDER IN CHIEF:

DAVID L. BENTON III
Lieutenant General, USA
Chief of Staff

SUSAN M. MEYER
LTC, USA
Adjutant General

DISTRIBUTION:
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Appendix

A-Staff Orientation Schedule

APPENDIX A

U.S. EUROPEAN COMMAND

<u>STAFF ORIENTATION COURSE</u>			
<u>DAY</u>	<u>TIME</u>	<u>SUBJECT</u>	<u>BRIEFER</u>
Day 1	0800-0805	ADMIN REMARKS AND INTRO	
	0805-0820	CHIEF OF STAFF	
	0820-0910	USEUCOM PRESPECTIVES	
	0910-0920	BREAK	
	0920-0950	USEUCOM - THE WAY AHEAD	
	0950-1010	USEUCOM DELIBERATE PLANNING	
	1010-1020	BREAK	
	1020-1050	J1/EO	
	1050-1110	TSPS	
	1110-1200	SJS	
	1200-1220	ETCC TOUR	
Day 2	0800-0820	ASSISTANT CHIEF OF STAFF	
	0820-0840	POLITICAL ADVISOR	
	0840-0900	J5	
	0900-0920	J2	
	0920-0940	J3	
	0920-0930	BREAK	
	0950-1010	J4	
	1010-1030	J6	
	1030-1040	BREAK	
	1040-1100	SPASAC	
	1110-1120	SOCEUR	
	1120-1200	6 TH AREA SUPPORT GROUP	
Day 3	0800-0805	ADMIN REMARKS	
	0805-0820	COMMAND SENIOR ENLISTED ADVISOR	
	0820-0845	JTF ORGANIZATION, POLICIES, PROCEDURES AND TRAINING	
	0845-0900	NAVEUR	
	0900-0915	PUBLIC AFFAIRS	
	0915-0925	BREAK	
	0925-0940	MARFOREUR	
	0940-0955	USAREUR	
	0955-1015	USAFE	VIDEO
	1015-1025	BREAK	
	1025-1045	SECURITY	
	1045-1100	CHAPLAIN	
	1100-1110	LEGAL	
	1110-1130	MARSHALL CENTER	
	1130-1200	RESERVE AFFAIRS	
	1200-1210	SURGEON	